

U.S. Department of Education
Office of Postsecondary Education
Washington, D.C. 20202-8510



**APPLICATION FOR GRANTS
UNDER THE
TRAINING PROGRAM FOR
FEDERAL TRIO PROGRAMS**

CFDA Number: 84.103A

FORM APPROVED
OMB 1840 – 0125, EXP. DATE: 10/31/2002

DATED MATERIAL – OPEN IMMEDIATELY

CLOSING DATE – December 10, 1999

Dear Applicant:

The purpose of this letter is to highlight a few items in the application package that will be important to you in applying for a grant under the Training Program for Federal TRIO Programs (Training Program). You are encouraged, however, to review the entire application package carefully before preparing and submitting your application. Please note the following provisions:

1. Eligible applicants include institutions of higher education, public and nonprofit private agencies and organizations.
2. A competitive priority listing is shown on page 34 of the application package. Please review carefully the new one entitled “Educational technology”. We have also included a category entitled “Other”.
3. All applicants for multi-year awards must provide detailed budget information for the total grant period requested. The Department will negotiate the funding levels for each year of the grant award at the time of initial award. Your submission of detailed budget information in the initial application covering the total project period eliminates the need for extensive non-competing continuation applications in the remaining project year. An annual performance report will be used in place of the continuation application to determine progress.
4. All applicants are requested to adhere to the program narrative limitation of no more than fifty (50) pages. You should also follow the format for Part III – Program Narrative that is provided in the application package. While you are required to submit a signed original application and two(2) copies, your voluntary submission of a **signed original application and three (3) copies would help to expedite the review process**.
5. Currently funded Training Program grantees should note that prior experience will be assessed for Program Years 1997-98, 1998-99 and 1999-2000.

The forms and instructions necessary for preparing an application are provided in the package as are a copy of the “Notice Inviting Applications for New Awards”, a copy of the Training Program legislative authority – Sections 402A and 402G of the Higher Education Act, of 1965, as amended, and a reprint of the program regulations.

Page 2 – Dear Applicant

The Office of Federal TRIO Programs conducted two technical assistance workshops to aid prospective applicants in developing applications for the Training Program for Federal TRIO Programs. These workshops were held in October in Washington, DC and University Park, IL (Chicago).

The application must be postmarked or hand delivered on or before the deadline date. Detailed mailing instructions are provided in the "Application Transmittal Instructions". Applications submitted late will not be accepted. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to the applications will be accepted after the deadline date.

For additional information regarding this application package, please contact Patricia S. Lucas of the Office of the Federal TRIO Programs, U.S. Department of Education by telephone at (202) 502-7600, by Internet at OPE_TRIO@ed.gov or by mail at 400 Maryland Avenue, SW, (1990 K St., NW, 7th Floor) Washington, D.C. 20202-8510, ATTN: CFDA 84.103A.

Best regards,

Robert L. Belle, Jr., Ed.D.
Acting Deputy Assistant Secretary
for Higher Education Programs

Competitive Priority for Fiscal Year 2000

The Department of Education is interested in funding TRIO Training projects to provide training for staff and leadership personnel employed in, or preparing for employment in the Federal TRIO Programs. The purpose of the training is to improve the operation of the programs and projects authorized in the TRIO legislation. In addition to the five subject areas required under Section 402(G) of the Higher Education Act (HEA) of 1965, as amended, the program regulations permit the Secretary to establish for each grant competition a list of other subject areas for priority funding consideration. An application that proposes to address any of the subject areas listed may be given competitive preference in the competition. The application may receive up to 8 1/3 priority points based on the evaluators' judgments regarding the extent to which the proposed project will provide effective training that addresses the identified needs. Applications that do not address one of these 9 subject areas will be evaluated but are not eligible to receive the points under the competitive priority.

In accordance with the authorizing statute, the Department is required to fund at least one applicant that proposes to provide training annually under the five subject areas listed below:

General Project Management for New Directors. Applicants submitting applications under this subject area must be able to offer training in the myriad of areas that impact effective project management, including but not limited to the following areas:

- Program specific legislation and regulations;
- The Education Department General Administrative Regulations (EDGAR);
- Government Performance and Results Act (GPRA) and the specific performance indicators for the TRIO programs;
- Developing, implementing and revising project objectives that are measurable and outcome oriented;
- Conducting summative and formative evaluations;
- Using technology for management and educational purposes;
- Establishing meaningful partnerships; and
- Identifying and implementing best practices for providing services to students.

Applicants should also discuss training designed to foster participation by the project directors and offer techniques for self and peer evaluation of current project management practices. Training on this subject area must only be offered to directors with less than 2 years of tenure in the position.

Legislative and Regulatory Requirements for Operation of the Federal TRIO Programs. Comprehensive and intensive training on the specific legislative and regulatory requirements of the TRIO programs must be offered by the Department. Applicants must demonstrate knowledge of the legislative intent as well as the regulations that govern the TRIO programs. Potential trainers must be able to show the interrelationship of understanding program specific legislation and regulations, and the successful administration of a TRIO project or projects. Exercises designed to assess the level of knowledge of the TRIO personnel targeted for training should also be addressed.

Student Financial Aid. The Secretary seeks to fund training projects designed to equip TRIO directors and staff with the information and skills needed to assist disadvantaged students in receiving adequate financial aid to enroll in postsecondary education institutions of their choice. Although TRIO projects effectively help students overcome social, cultural and academic barriers to higher education, most TRIO students need substantial financial assistance in order to pursue postsecondary education. Thus, TRIO directors and staff need to be knowledgeable of the wide range of Federal, state, institutional, and private aid available to disadvantaged students. Training applications addressing this topic also should give particular attention to:

- (1) how projects can work with financial aid offices to provide a student sufficient financial assistance to meet his or her full financial need while maintaining the student's loan burden at a manageable level; and
- (2) how projects can help a student interested in enrolling in a graduate program secure graduate fellowships or assistantships.

The Design and Operation of Model TRIO Projects. The goal of this subject area is to provide opportunities to share effective practices by providing training for TRIO personnel on the design and operation of model TRIO projects. Applicants addressing this priority should document their knowledge and experience in identifying model programs and with assessing current TRIO operations for the purpose of offering innovative techniques for both the creation and operation of model projects.

Use of Educational Technology. In recognition of the important role technology can play in the education of disadvantaged students, the Higher Education Amendments of 1998 included for the first time, the use of educational technology among the list of training subject area to be offered annually to TRIO directors and staff. The Secretary seeks to fund applications proposing to teach TRIO staff effective strategies for using technology in a variety of ways, including:

- (1) innovative technology-based instructional programs in various subject areas, such as math, science, literature, history;
- (2) technology-based programs to equip disadvantaged students with the knowledge and skills to succeed in postsecondary education and compete for jobs that now require the use of new and sophisticated technologies;

- (3) technology-based service delivery (i.e., counseling, academic and career advising, achievement and admissions testing);
- (4) use of technology to provide better access to educational opportunities; and
- (5) use of technology for effective project management, including recordkeeping.

In addition, the Secretary has chosen the following four other subject areas:

Retention and Graduation Strategies. The Secretary has identified training in effective retention and graduation strategies as one of the subject areas for this competition. Interested applicants should address innovative training designed to equip TRIO project personnel with successful strategies for retaining and graduating students. Applicants addressing this subject area should include documentation of:

- (1) their expertise in evaluating and assessing current strategies used by TRIO projects to retain and graduate their students;
- (2) their qualifications to assist TRIO personnel in enhancing or revising their plans;
- (3) their awareness of the needed systems of support to ensure retention and graduation; and
- (4) follow-up activities to determine the projects' outcomes in these areas as a result of the training.

Counseling. The Secretary has identified training in effective counseling as a subject area that is a direct service and is central to all of the five distinct TRIO programs targeted to serve students. Studies show that having regular access to appropriate counseling is instrumental to the successful completion of education programs for low-income, first generation college and disabled students. Applications from applicants with experience in training counselors in a cross-cultural approach to active counseling are encouraged. Given the cultural diversity of the students served by the TRIO programs, emphasis should be placed on strategies to sensitize TRIO personnel involved in counseling students. Applicants should document their expertise in equipping practitioners with strategies and techniques for a holistic approach to counseling. In addition, trainers must be qualified to assess current strategies employed, be able to distinguish between academic advising and counseling, and be able to provide TRIO personnel with the skills required to enhance and expand their current counseling programs as appropriate. Emphasis should also be placed on the need to provide counseling that will not only encourage and inspire but will result in students who graduate from two-year institutions pursuing four-year programs and for graduates of four-year colleges and universities enrolling in graduate programs.

Reporting Student and Project Performance. The Secretary seeks applications proposing to train TRIO directors and staff in effective strategies and techniques for collecting and analyzing data and reporting student and project performance. Training applications addressing this subject area should give particular attention to:

- (1) storing and retrieving participant data;
- (2) strategies for participant follow-up (tracking);
- (3) using program data and other data as appropriate (i.e., comparison groups, national studies) to determine the impact of project services on the educational progress of project participants; and
- (4) presenting data to effectively inform interested stakeholders of program outcomes and effectiveness.

Coordinating Project Activities with Other Available Resources and Activities.

Under Section 402A of the HEA of 1965, as amended, the Secretary encourages TRIO projects to coordinate with other programs for disadvantaged students operated by the sponsoring institution or agency, regardless of the funding source of such programs. In addition, the Secretary permits TRIO Directors to administer additional programs for disadvantaged students operated by the sponsoring institution or agency. Thus, the Secretary seeks to fund projects that propose training on:

- (1) the benefits to TRIO programs of coordinating projects activities with similar campus-based programs;
- (2) strategies for forging partnerships and collaborative relationships with other agencies to ensure that TRIO students benefit from other resources and activities available to them; and
- (3) techniques for effectively managing multiple projects with similar goals but different funding requirements.

In addition to the training subject areas addressed above, the Secretary also seeks to fund projects that propose to use technology to coordinate project activities with other available resources and activities. Applicants should document the degree to which they have experience in centralizing and disseminating information through electronic media so that TRIO projects nationally have access to such information. Further, applicants should discuss their experience in training TRIO personnel in the use of such technology and present plans for evaluating the effectiveness of this approach to disseminating information.

Instructions for Transmitting Applications

An application for an award must be mailed or hand delivered by the closing date.

Applications Delivered by Mail

An application sent by mail must be addressed to the U.S. Department of Education, Application Control Center, Attention: CFDA Number 84.103A, 400 Maryland Avenue, SW, Washington, DC 20202-4725.

An application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service Postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the U.S. Secretary of Education.

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

An applicant is encouraged to use registered or at least first-class mail.

Each late applicant will be notified that its application will not be considered.

Applications Delivered by Hand\Courier Service

An application that is hand delivered must be taken to the U.S. Department of Education, Application Control Center, Room 3633, Regional Office Building #3, 7th and D Streets, SW, Washington, DC.

The Application Control Center will accept deliveries between 8:00 a.m. and 4:30 p.m. (Washington, DC time) daily, except Saturdays, Sundays and Federal holidays.

Individuals delivering applications must use the D Street Entrance. Proper identification is necessary to enter the building.

In order for an application sent through a Courier Service to be considered timely, the Courier Service must be in receipt of the application on or before the closing date.

Executive Order 12372 -- Intergovernmental Review

The Education Department General Administrative Regulations (EDGAR), 34 CFR 79, pertaining to intergovernmental review of Federal programs, apply to the program included in this application package.

Immediately upon receipt of this notice, all applicants, other than Federally recognized Indian Tribal Governments, must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should contact, immediately upon receipt of this notice, the Single Point of Contact for each State and follow the procedures established in those States under the Executive Order. A list containing the Single Point of Contact for each State is included in the application package for these programs.

In States that have not established a process or chosen a program for review, State, areawide, regional, and local entities may submit comments directly to the Department.

Any state process recommendation and other comments submitted by a State Single Point of Contact and any other comments from State, areawide, regional, and local entities must be mailed or hand-delivered by the date in the program announcement for Intergovernmental Review to the following address:

The Secretary
E.O. 12372-CFDA# 84.103A
U.S. Department of Education, FB-6, Room 7C116
400 Maryland Ave., SW
Washington, DC 20202-0124

Please note that the above address is not the same address as the one to which the applicant submits its completed application. **Do not send applications to the above address.**

On line 2 of the above address, please provide the correct Catalog of Federal Domestic Assistance number (CFDA#) of the program for which a comment or state process recommendation on an application is submitted.

In those States that require review for this program, applications are to be submitted simultaneously to the State Review Process and the U.S. Department of Education.

Proof of mailing for intergovernmental review will be determined on the same basis as applications.

State Single Points of Contact

Note: In accordance with Executive Order #12372, this listing represents the designated State Single Points of Contact. Because participation is voluntary, some States and Territories no longer participate in the process. These include: Alabama, Alaska, American Samoa, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, Ohio, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia, and Washington.

The jurisdictions not listed no longer participate in the process. However, an applicant is still eligible to apply for a grant or grants even if its respective State, Territory, Commonwealth, etc. does not have a State Single Point of Contact.

ARIZONA

Ms. Joni Saad
Arizona State Clearinghouse
3800 N. Central Avenue
Fourteenth Floor
Phoenix, Arizona 85012
Telephone: (602) 280-1315
FAX: (602) 280-8144
jonis@ep.state.az.us

ARKANSAS

Mr. Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
1515 W. 7th Street, Room 412

Little Rock, Arkansas 72203
Telephone: (501) 682-1074
FAX: (501) 682-5206
tlcopeland@dfa.state.ar.us

CALIFORNIA

Grants Coordinator
State Clearinghouse

Office of Planning & Research
1600 Ninth Street, Room 250
Sacramento, California 95814
Telephone: (916) 323-7480

FLORIDA

Florida State Clearinghouse
Department of Community Affairs
22740 Centerview Drive
Tallahassee, Florida 32399-2100
Telephone: (904) 922-5438
FAX: (904) 487-2899
Contact: Ms. Cherie Trainor
Telephone: (850) 414-5495
cherie.trainor@dca.state.fl.us

GEORGIA

Ms. Deborah Stephens
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270 Washington Street, S.W. - 8th
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ILLINOIS

Ms. Virginia Bova, Single Point of
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James R. Thompson Center
100 West Randolph, Suite 3-400

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DELAWARE

Ms. Francine Booth
State Single Point of Contact
Executive Department
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Telephone: (302) 739-3326
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DISTRICT OF COLUMBIA

Mr. Ron Seldon
State Single Point of Contact
Office of Grants Mgmt. & Development.
717 14th Street, N.W. - Suite 400
Washington, D.C. 20005
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FAX: (202) 727-1617
rseldon-ogmd@dcm.gov

KENTUCKY

Mr. Kevin J. Goldsmith, Director
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Office of the Governor
700 Capitol Avenue
Frankfort, Kentucky 40601
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MAINE

Ms. Joyce Benson
State Planning Office
184 State Street
38 State House Station

Chicago, IL 60601
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No e-mail address

INDIANA

Ms. Frances Williams
State Budget Agency
212 State House
Indianapolis, Indiana 46204-2796
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IOWA

Mr. Steven R. McCann
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Iowa Department of Economic
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200 East Grand Avenue
Des Moines, Iowa 50309
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steve.mccann@ided.state.ia.us

MISSOURI

Ms. Lois Pohl
Federal Assistance Clearinghouse
Office of Administration
P.O. Box 809
Jefferson Building, 9th Floor
Jefferson City, Missouri 65102
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FAX: (314) 751-7819
No e-mail address

NEVADA

Department of Administration
State Clearinghouse
209 E. Musser Street, Room 220
Carson City, Nevada 89710
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Augusta, Maine 04333
Telephone: (207) 287-3261
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joyce.benson@state.me.us

FAX: (702) 687-3983
Contact: Ms. Heather Elliot
Telephone: (702) 687-6367
helliot@govmail.state.nv.us

MARYLAND

Ms. Linda Janey
Manager, Plan & Project Review Planning

Maryland Office of Planning

301 W. Preston Street - Room 1104
Baltimore, Maryland 21201-2365
Staff Contact: Linda Janey
Telephone: (410) 767-4490
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linda@mail.op.state.md.us

NEW HAMPSHIRE

Mr. Jeffrey H. Taylor
Director, New Hampshire Office of
State

Attn: Intergovernmental Review
Process

Mike Blake
2 ½ Beacon Street
Concord, New Hampshire 03301
Telephone: (603) 271-2155
FAX: (603) 271-1728
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MICHIGAN

Mr. Richard Pfaff
Southeast Michigan Council of Governments
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201
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NEW ME XICO

Mr. Nick Mandell
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State Budget Division
Bataan Memorial Building, Room

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NEW YORK

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State Capitol
Albany, New York 12224
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NORTH CAROLINA

Ms. Jeanette Furney

WEST VIRGINIA

Mr. Fred Cutlip, Director

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116 West Jones Street - Suite 5106
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Telephone: (919) 733-7232
FAX: (919) 733-9571
jeanette_furney@mail.doa.state.nc.us

NORTH DAKOTA

North Dakota Single Point of Contact
Office of Intergovernmental Assistance

600 East Boulevard Avenue
Department 105
Bismarck, North Dakota 58505-0170
Telephone: (701) 224-2094
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No e-mail address

RHODE ISLAND

Mr. Kevin Nelson
Review Coordinator
Department of Administration
Division of Planning
One Capitol Hill, 4th Floor
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Telephone: (401) 222-2280
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No e-mail address

SOUTH CAROLINA

Ms. Omeagia Burgess
State Single Point of Contact
Budget and Control Board

Office of the State Budget
1122 Ladies Street - 12th Floor
Columbia, South Carolina 29201
Telephone: (803) 734-0494
9412
FAX: (803) 734-0645
No e-mail address

Community Development Division
W. Virginia Development Office
Building #6, Room 553
Charleston, West Virginia 25305
Telephone: (304) 558-4010
FAX: (304) 558-3248
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WISCONSIN

Mr. Jeff Smith
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Wisconsin Department of Administration
101 East Wilson Street - 6th Floor
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WYOMING

Ms. Sandy Ross
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TERRITORIES

GUAM

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TEXAS

Mr. Tom Adams

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UTAH

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PUERTO RICO

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NORTH MARIANA ISLANDS

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Note: This list is based on the most current information provided by the States. Information on any changes or apparent errors should be provided to Sherron Duncan (Telephone (202) 395-3120) at the Office of Management and Budget and to the State in question. Changes to the list will only be made upon formal notification by the State. The list is also published biannually in the Catalog of Federal Domestic Assistance.

Information on the Awards Process

INTRODUCTION: The following information supplements the information provided in the “Dear Applicant” letter, the “Notice Inviting Applications for New Awards,” Funding Priorities for Fiscal Year 2000, and the remainder of this application booklet.

A. Prior Experience

Training projects previously funded for program years 1997-98, 1998-99, and 1999-00 are eligible to receive up to 15 additional points for prior experience.

B. Length of Awards

Applicants for new awards may apply for a maximum of two years (24 months) of funding.

C. Evaluation of Applications for Awards

A panel of experts who are not employees of the Federal government will review each application. Each reviewer will prepare a written evaluation of the application and assign points for each selection criterion. The Department will use the reviewers' comments and scores in making funding decisions.

D. Selection of Grantees

Program staff of the Office of Federal TRIO Programs will make funding recommendations to the Assistant Secretary for Postsecondary Education who approves the awards.

E. Notice to Successful Applicants

The Department's Office of Legislation and Congressional Affairs will inform the appropriate members of Congress regarding applicants approved for a grant under the program. Successful applicants will be notified by mail shortly after the Congress is notified. No funding information will be released before the Congress is notified.

F. Notice to Unsuccessful Applicants

Unsuccessful applicants will be notified in writing following the notice to successful applicants. All applicants will be notified of the status of their application no later than May 15, 2000.

Notice to All Applicants

Guidance on Section 427 of GEPA

Thank you for your interest in these programs. The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants competing for new grant awards under Department's programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Pub. L. 103-382).

To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants competing for new discretionary grant awards under this program. **All applicants competing for new awards must include information in their applications that addresses this new provision in order to receive funding under this program.**

What Does This Provision Require?

Section 427 requires each applicant who competes for funds (other than an individual person) to include in the application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This Section allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation. Your description need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant who proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant who proposes to develop instructional materials for classroom use might describe how it will make the materials available on audiotape or in Braille for students who are blind.
- (3) An applicant who proposes to carry out a model science program for secondary students and who is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct “outreach” efforts to girls to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Information on the Government Performance and Result Act (GPRA)

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

How has the Department of Education Responded to the GPRA Requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 1998-2002. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

- Goal 1: Help all students reach challenging academic standards so that they are prepared for responsible citizenship; further learning, and productive employment.*
- Goal 2: Build a solid foundation for learning for all children.*
- Goal 3: Ensure access to postsecondary education and lifelong learning.*
- Goal 4: Make the Department of Education a high performance organization by focusing on results, service quality, and customer satisfaction.*

The performance indicators for the Federal TRIO Programs are part of the Department's plan for meeting Goal 3: Ensure access to postsecondary education and lifelong learning. Among the Department's objectives for Goal 3 are that "secondary school students get the information and support they need to prepare successfully for postsecondary education" and the "postsecondary students receive the financial aid and support services they need to enroll in and complete their educational program."

What are the Performance Indicators for TRIO Training Program?

The Department's specific goal for the Federal TRIO Programs is "to increase participation and completion rates of disadvantaged persons through the academic pipeline." The specific performance indicator for the Training program is to provide training opportunities for approximately 3,000 TRIO personnel each year to improve project management and service delivery.

Instructions for Completing the Application and Forms

The application is divided into five parts. These parts are organized in the same manner that the submitted application should be organized. The sections are as follow:

- Part I: Application Face Sheet
- Part II: Budget Documents
- Part III: Program Narrative
- Part IV: Prior Experience - Department of Education Assurances and Certifications
- Part V: Proposed Training Participants

Mail to **original** and **three copies** of the application to:

U.S. Department of Education
Application Control Center
Attention: (CFDA #: 84.103)
400 Maryland Avenue, SW
Washington, DC 20202-4725

Or

Hand/Courier Delivery of the **original** and **three copies** of the application to:

U.S. Department of Education
Application Control Center
Attention: (CFDA #: 84.103)
Room 3633, Regional Office Building #3
7th and D Streets, SW
Washington, DC

According to the Paperwork Reduction Act of 1995, no person is required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection 1840-0125. The time required to complete this information collection is estimated to average 34 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, DC 20202-4651. **If you have any comments or concerns regarding the status of your individual submission of the form, write directly to:** The Office of the Federal TRIO Programs, U.S. Department of Education, 400 Maryland Avenue, SW, (1990 K Street, NW, 7th Floor), Washington, DC 20202-8510.

Addendum for Face Page of Application for Federal Education Assistance

COMPETITIVE PRIORITY - FISCAL YEAR 2000

In addition to providing the title for the project in item (1) of the face sheet, please check below the number of the subject area the application addresses (see under the competitive priority announced in the "Notice Inviting Applications for New Awards" on page 3 of the application booklet). **SELECT ONLY ONE.** If you select subject area number four (4) "The design and operation of model TRIO projects", indicate the exact title of the training model.

- _____ 1. General project management for new directors.
- _____ 2. Legislative and regulatory requirements applicable to the operation of the Competitive Federal TRIO Programs.
- _____ 3. Student financial aid.
- _____ 4. The design and operation of model TRIO projects.
Title _____
- _____ 5. Educational technology.
- _____ 6. Retention and graduation strategies.
- _____ 7. Counseling.
- _____ 8. Reporting student and project performance.
- _____ 9. Coordinating project activities with other available resources and activities.
- _____ 10. Other
Title _____

NOTE: This completed page must be returned with the application.

Part II -- Instructions for Budget Summary and Narrative

Please use the summary budget form (ED Form No. 524, Sections A and B) to categorize requested costs and non-federal commitment of funds, if any. The detailed budget and any accompanying narrative should provide a detailed breakdown of costs within each budget category and explain the basis for determining the amounts needed for personnel, staff travel, workshop costs, materials preparation, evaluation, and any other costs appropriate for the project.

For this competition, applicants may request funding for up to **two years (24 months)**. As part of the Administration's Reinventing Government Initiative, the Department requires that all applicants for multi-year awards provide detailed budget information for the total grant period requested. Thus, summary budget and detailed budget narratives are needed for each 12-month budget period. Department staff will negotiate the funding levels for each year of the grant award at the time of the initial award.

The funding request may include all costs that are reasonable and associated with carrying out the objectives of the Federal Training TRIO program. Among the costs that may be supported with grant funds are:

Form 524, Section A: BUDGET SUMMARY: U.S. Department of Education Requested Funds

1. Personnel: Enter project personnel salaries and wages only. Fees and expenses for consultants should be included on line **F**.
2. Fringe Benefits: The institution's normal fringe benefit contribution may be charged to the program. If benefits exceed twenty percent (20%), an explanation and justification must be provided. Leave this blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect costs.
3. Travel: Indicate travel of employees and participants only. Travel of consultants, trainees, etc., may not be included in here. Travel costs for consultants should be included under "Contractual".
4. Equipment: Indicate the cost of non-expendable personal property which has a usefulness of greater than one year and an acquisition cost of \$5,000 or more per unit. Lower limits may be established to maintain consistency with the applicant's policy.
5. Supplies: Show all tangible personal property except that which is included on line **D**.
6. Contractual: Include consultant travel costs and fees.

7. Construction: Not applicable. Leave blank.
8. Other: Indicate all direct costs not covered on lines A through F. Examples are: equipment rental, required fees, communication costs, rental of space, utilities, custodial services, and printing costs.
9. Total Direct Costs: The sum of lines A through H.
10. Indirect Costs: Indirect costs are limited to eight percent (8%) of a modified total direct cost base. To determine the modified total direct base subtract capital expenditures (equipment) of \$5,000 or more from line **I**, Total Direct Costs.
11. Training Stipends: Not applicable. Leave this blank.
12. Total Cost (line L): This should equal the sum of lines I and J (total direct cost plus indirect costs). This amount should also be equal to item 14a on the application face sheet.

Additional instructions for preparing the budget narrative

In the descriptive budget narrative, explain amounts for individual direct object cost categories that may appear to be out of the ordinary and provide the following details:

Personnel/Salaries. Include a statement that shows the total commitment of time and the total salary to be charged to the project for each key member of the project staff. Provide a breakdown of project personnel that includes the position title, the percent of time and number of months committed to the project, and the total salary to be charged to the grant.

Fringe Benefits. Include an explanation and appropriate justification if the institution or agency's normal benefit contribution exceeds 20 percent of salaries.

Staff Travel. Travel expenditures should be detailed as to purpose, objective, and number of persons involved. Transportation costs should not exceed tourist class airfare. For automobile mileage, the established institution or agency rate should be used. Reimbursement is allowed for taxicab, bus, train, or limousine transportation. Per diem at the established institution or agency rate is permitted when an individual is away from home over night on official project business (See OMB Circular A-21, J.48.c - Commercial Air Travel). **No foreign travel will be authorized under the grant.**

The Federal TRIO Programs have developed the following guidelines for recommending approval of travel. All travel must be related to the project's overall purpose and proposed activities.

I. Project Director's Travel – Per Year

- A. One National Conference; **or**
- B. One Regional Meeting; **or**
- C. One State Meeting; and
- D. Travel for participation in one professional staff development

II. Full-time Professional Staff Travel – Per Year

- A. One National, Regional, State **or** National Meeting; and
- B. Travel for staff development under the Training Program for Federal TRIO Programs.

Equipment. List items of equipment in the following format: Item, number of items, cost per unit, total cost. Equipment purchases will only be approved if they are necessary to carry out project activities and are fully justified. (Please remember that equipment is defined as non-expendable personal property which has a usefulness of greater than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with an applicant's policy, lower limits may be established.)

Supplies. Itemize costs for project supplies.

Other. Provide a breakdown of all direct costs not clearly covered by other budget categories. Examples are computer-use charges, equipment rentals communication costs, printing, and consultant services. If the project proposes to use consultants, identify the consultants that will work on the project and the scope of work to be performed by each consultant. Provide a detailed breakdown of the costs (daily fees to be paid, estimated number of days of services, and all travel expenses, including per diem). Cost allowances for consultant fees, honoraria, per diem, and travel should not exceed amounts permitted by comparable institutional or agency policies.

Indirect Cost. Indirect costs are limited to eight percent (8%) of a modified total direct cost base (refer to section 75.562 (c) of the Education Department General Administrative Regulations (EDGAR)).

Part IV -- Prior Experience

This part is to be completed only by those applicants that have been funded within the 1997-2000 grant cycle (Program Years 1997-98, 1998-99 and 1999-00).

The applicant should provide detailed information, for each program year, which addresses each of the criterion listed in Section 642.32 of the Training Program for Federal TRIO Programs regulations. Based on the Higher Education Technical Amendments Act of 1992, P.L. 103-208, an applicant may receive up to fifteen (15) additional points.

Part V

Proposed Training Participants for:

Project Type	Number of Projects	Number of Staff
Talent Search		
Upward Bound		
Upward Bound Math/Science		
Veterans Upward Bound		
Student Support Services		
Educational Opportunity Centers		
Ronald E. McNair Postbaccalaureate Achievement		

Please note that the number requested under Number of Staff for each project type should be an unduplicated number; thus a proposed staff participant should only be counted one time.

Important Notice to Prospective Participants in U.S. Department of Education Contract and Grant Programs

Grants

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds.

Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste.

For these reasons, ED must set strict deadlines for all grant applications. Prospective applicants can avoid disappointment if they understand that --

Failure to meet a deadline will mean that an application will be rejected without any consideration whatever.

The rules, including the deadline, for applying for each grant are published, individually, in the *Federal Register*. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402-9371. (Send check or money order only, no cash or stamps)

The instructions in the *Federal Register* must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education
Application Control Center
Washington, DC 20202-4725

Contracts

Competitive procurement actions undertaken by ED are governed by the Federal Procurement Regulations and implementing ED Procurement Regulation.

Generally, prospective competitive procurement actions are synopsisized in the Commerce Business Daily (CBD). Prospective offers are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP).

Offers are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracts Specialist identified on the face page of the RFP.

Offers are judged in competition with others and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBD is available for \$208.00 per year via second class mailing of \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulation is contained in Title 48, Code of Federal Regulations, Chapter 1 (49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED mail to the public. You may, therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.